

CALENDAR COORDINATOR

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and activities, and performs specialized work in calendar coordination activities related to the Supreme Court; performs related work as assigned.

CLASS CHARACTERISTICS

This supervisory-level class is intended for use only for a single position in the Supreme Court. The incumbent is responsible for day-to-day operations of the Calendar Coordination Office of the Supreme Court. This class is distinguished from the Assistant Clerk/Executive Officer of the Supreme Court who assists in managing personnel and non-judicial administrative support, and the Clerk/Executive Officer of the Supreme Court who has overall management and program responsibility for the Clerk of the Court's Office and non-judicial administrative activity.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, administers, reviews, and evaluates the work of the Calendar Coordination Office staff; recommends selection of staff and provides for their professional development; recommends discipline as required.
- Participates in developing and/or revising administrative policies and procedures for assigned activities.
- Oversees staff responsibilities related to the receipt, scheduling, assignment, and tracking of all conference-related materials.
- Coordinates the preparation of orders for Chief Justice's signature and Associate Justices' signatures.
- Assures conformance of orders for filing and reporting conference results to Clerk's Office.
- Maintains court's internal conference minutes.
- Maintain internal status reports.
- Coordinates all activities related to filing of opinions.
- Compiles materials for oral argument (briefs, justices' bench-book memoranda, etc.).
- Informs court of emergency matters related to cases as they arise.
- Arranges for reproduction of all conference-related court material.
- Maintains contact and correspondence with Court of Appeal Clerks and Justices who comprise the current pool of pro tem appointments as defined by the Chief Justice.
- Provides statistics and analysis as requested by the Chief Justice and Associate Justices.

- Assists Clerk/Executive Officer of the Supreme Court in courtroom duties (orientation of counsel, calling calendar, etc.) as needed.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Policies and procedures associated with civil and criminal appeals before an appellate court.
- Functions, procedures, rules, and regulations of the Clerk's Office and Calendar Coordination Office.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, direct, and review the work of others on a day-to-day and project basis.
- Use initiative and independent judgment within general policy guidelines.
- Develop and implement goals, objectives, and work standards.
- Translate goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Maintain fiscal, legal, and statistical records and prepare necessary summaries and reports.
- Use initiative and independent judgment within general policy guidelines.
- Apply problem-solving and conflict resolution methods and techniques.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably in court administration or a related field, and three years of experience, including one year of supervisory or lead experience. A law degree may be substituted for two years of experience.